

DEPARTMENT OF HUMAN RESOURCES  
REQUEST FOR PROPOSAL FOR  
LEGAL SERVICES FOR CALVERT COUNTY DEPARTMENT OF SOCIAL SERVICES  
CALDS/SSA/12-006-S

**QUESTIONS AND RESPONSES PRIOR TO PRE-PROPOSAL CONFERENCE**

- Question 1: Provide the List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.
- Response:** **This information is included in the RFP Document, available on eMaryland Marketplace at [www.emarylandmarketplace.com](http://www.emarylandmarketplace.com) and the DHR web site at [www.dhr.state.md.us/crfp](http://www.dhr.state.md.us/crfp).**
- Question 2: Provide a Soft Copy of the Tender Document through email.
- Response:** **See response to Question 1.**
- Question 3: Provide the names of countries that will be eligible to participate in this tender.
- Response:** **As stated in Section 3.4.1, Offerors must possess a current and valid license to practice law in the State of Maryland.**
- Question 4: Provide information about the Tendering procedure and Guidelines.
- Response:** **See Section 4 of the RFP for Proposal Preparation.**
- Question 5: Provide the Estimated Budget for this Purchase.
- Response:** **The Department does not divulge this information to Offerors.**
- Question 6: Any Extension of Bidding Deadline?
- Response:** **As stated in Section 1.6, requests for extension of the Proposal due date or time will not be granted.**
- Question 7: Any Addendum or Pre Bid meeting Minutes?

**Response:** All Addenda and a Summary of the Pre-Proposal Conference will be posted on eMaryland marketplace and the DHR Web Site.

## QUESTIONS AND RESPONSES FROM PRE-PROPOSAL CONFERENCE

Question 8: You said there are two sections required to be submitted for the proposals. Which is which?

**Response:** There are to be two separate enclosures. See Section 4.2 for Volume I – Technical Proposal and Section 4.3 for Volume II – Financial Proposal.

**Section 4.2.B (Table of Contents) indicates the format your technical proposal should follow, including understanding the problem, proposed service, qualifications, et cetera.**

**In Section 4.2.D (Proposed Services), that section should be formatted in the as listed in there, to include a description of your understanding of the Scope of the Project, how you meet the Offeror and the Contractor Requirements, the requirements for submitting the deliverables, the Contractor’s Project Manager, and your intent to participate in the Post-Award Orientation Conference.**

Question 9: Can you elaborate on Section 3.5, Deliverables, Item 5. Quarterly Report of Economic Benefits Attained (see section 4.2.j)?

**Response:** In Section 4.2.J, Economic Benefit to the State, the Offeror would document the estimated economic benefit that would be provided to the State throughout the term of the contract.

**On a quarterly basis we’re asking that the contractor submit documentation as to how they are meeting those projected economic benefits.**

**This is to ensure that the contractor is doing all that they have proposed that they would do to be able to meet those economic benefits that were proposed at the time of proposal submission.**

Question 10: So as long as the contractor is buying supplies from a Maryland entity and hiring a Maryland resident and things of that nature, and paying payroll taxes, you would want that information.

**Response:** Yes.